



CaribVET
Caribbean animal and veterinary public health Network

Domaine Duclos, Prise d'Eau,
97170 Petit-Bourg - Guadeloupe - FRANCE
Registered at the « Préfecture de Police de Guadeloupe »
(Herein named « The Association » or « CaribVET »)

STATUS

AS DISCUSSED PREVIOUSLY:

1. CaribVET is a network of experts in the surveillance and control of animal diseases in the Caribbean, which began in the late 1990s and was officially recognized in 2006 by CARICOM and COTED. The CaribVET network was also officially recognized by the OIE in 2012, as can be seen in **Appendix**.
2. The purpose of the CaribVET network is to share information, create and develop synergies among the representatives of veterinary authorities, research and teaching institutions and regional and international organizations to support research and develop veterinary projects in the Caribbean territories. This should be done while considering the limited human and financial resources of the various States in designing and maintaining a robust system of animal and human health protection and promoting an interdisciplinary and inter-sectoral One Health approach. Furthermore, CaribVET provides a contact point in the cases of crises or incidents affecting the animal / livestock sector.
3. The CaribVET network aims to meet the following challenges:
 - provide an integrated surveillance and control system to help public decision-makers facilitate trade, strengthen the prevention, control and preparedness of animal and zoonotic diseases as well as encourage research;
 - anticipate and identify the potentially harmful consequences of animal diseases, including zoonotic and transboundary animal diseases, on agricultural trade, public health, food and nutrition security and socio-economic development in Caribbean countries;
 - address the urgent need for collaborative and coherent regional and national approaches to strengthen existing animal health measures and initiatives to prevent the introduction, establishment and spread of animal, zoonotic or foodborne pathogens in the Caribbean.
 - contribute to reduce vulnerability and increase resilience to disasters that impact the animal and the animal/livestock sector by setting the stage of the implementation of a shared strategy that addresses disaster risk reduction and management.
4. To support its goals and various strategic programs, the members of the CaribVET network have decided to structure themselves around a legal entity by creating the Association.

GIVEN THE ABOVE STATEMENTS, IT WAS DECIDED AND AGREED AS FOLLOWS:

ARTICLE 1 - DEFINITIONS

Whenever used in this document, the terms below with a capital letter in the singular or plural shall have the following meaning:

"**Director**" has the meaning assigned to it in Section 12.4.

"**French territories**" include continental France, Corsica, coastline islands, French Departments and overseas territories, implementing the law of 1 July 1901 governing the Associations.

"**General Assemblies**": unless otherwise specified, refers to ordinary and extraordinary general assemblies.

"**Caricom**": Caribbean Community - Caribbean Community Regional Integration

"**Fee**": refers to the Fee of the Permanent Members and the Fee of the Associate Members

"**Permanent Members' Fee**" has the meaning assigned to it in Article 8.1

"**Associate Member' Fee**" has the meaning assigned to it in Article 8.1

"**COTED**": Council for Trade and Economic Development

"**TWG Chair**" has the meaning assigned to it in Article 19.

"**Members**" has the meaning assigned to it in Article 7.1.

"**Permanent Member**" has the meaning assigned to it in Article 7.2

"**Associate Member**" has the meaning assigned to it in Article 7.3

"**OIE**": World Organization for Animal Health

"**Partner Organization**" has the meaning assigned to it in Article 12.2.

"**Internal Resources**" has the meaning assigned to it in Article 8.1.

"**External Resources**" has the meaning assigned to it in Article 8.2.

"**TWG**": Technical Working Group, has the meaning assigned to it in Article 19.

ARTICLE 2 – NAME

An Association governed by the law of 1 July 1901 and the decree of 16 August 1901, under the name "CaribVET, Network for animal and veterinary public health in the Caribbean" is founded between the members of the present statutes.

ARTICLE 3 - PURPOSE

The purpose of this Association is to:

- build the Caribbean animal health network;
- share best practices in animal disease research, surveillance and control in the Caribbean;
- strengthen cooperation in an integrated manner by bringing together a network of national representatives of veterinary authorities, laboratories, research and educational institutions and regional and international organizations. The objective is to improve public health by sharing information on research, surveillance and control of animal diseases in the Caribbean in order to produce public goods in the veterinary field;
- facilitate cooperation and dialogue between its Members in order to create synergies on animal health, veterinary public health and share ideas on the best use of resources;
- support the implementation of surveillance, prevention and control of animal and zoonotic diseases and scientific research in this domain.
- bring together a network of laboratories to benefit from regular training, inter-laboratory proficiency testing, simulation exercise for shipment of samples, diagnostic tests, incorporation of new diagnostic techniques and assistance in setting up a laboratory quality management system (ISO 17025);
- improve surveillance capacities in the Caribbean region including the harmonization of animal disease surveillance protocols, development of emergency and response plans, organization of simulation exercises, risk analysis training, strengthening biosecurity measures, evaluation of surveillance systems using the SNAT (Surveillance Network Assessment Tool), and training on laboratory diagnostic techniques;
- assist to establish early warning systems and early detection of animal and zoonotic diseases through workshops, exchanges of technical documents and information on exotic animal health threats in the Caribbean;
- assist Chief Veterinary Officers (CVOs) and decision-makers in disease surveillance, prevention and control, in particular through various prevention tools;
- promote research and interactions among the different risk managers by participating in the communication or implementation of collaborative projects;
- publish scientific articles, operational guidelines, awareness brochures on risk prevention and diagnostics, documentation on disease control, presentations on epidemiology and surveillance;

ARTICLE 4 - REGISTERED OFFICE

The registered office of the Association is located at the following address: Domaine Duclos, Prise d'eau, 97170 Petit-Bourg Guadeloupe, France.

The registered office may be transferred to the French territory by decision of the General Assembly.

For the purposes of its activity, the Association may use one or more addresses of one of its Members in any country whatsoever as temporary registered office(s) in addition to its registered office.

The composition of the Association's bodies shall be independent of the place of the registered office and the place of the temporary registered office or offices of the Association.

ARTICLE 5 - DURATION

The duration of the Association is unlimited.

ARTICLE 6 - MEANS OF ACTION AND OBLIGATIONS OF MEMBERS

In order to enable the CaribVET Association to achieve its purpose, the Members undertake to participate in the following activities:

- contribute to the harmonization of strategies for the surveillance, prevention and control of animal and zoonotic diseases in the Caribbean in order to strengthen the collection and sharing of information;
- provide knowledge through veterinary research, training and innovation activities, including the development, upgrading and transfer of innovation tools and platforms to decision-makers for the improvement of surveillance, prevention and control programs;
- support national initiatives in capacity building and skills development;
- plan, manage and share jointly own resources and external grants to support activities;
- contribute to the improvement of the regional health situation in the Caribbean territories;
- participate broadly in the safeguarding of animal and public health in the Caribbean;
- indirectly facilitate the safe trade in animals and animal products, including food of animal origin, by providing essential health information for the implementation of the OIE standards and guidelines and the Sanitary and Phytosanitary (SPS) agreements;
- promote the OIE standards and guidelines
- provide data and information to Members and to facilitate public access to certain information on animal diseases and zoonotic diseases;
- facilitate the coordination of scientific research applied to animal diseases and zoonotic diseases;
- support and develop various strategies to ensure the sustainability of the Association and improve long-term cooperation, in particular through the sharing of information on funding opportunities.

ARTICLE 7 - COMPOSITION

Article 7.1 - Members

The Association is composed of Permanent Members, Associate Members, Honorary Members and Partner Organizations ("*Members*").

Members of the Association are legal entities with a direct interest in the veterinary field in the Caribbean territories, which may be governmental organizations (represented by chief veterinarians or directors of veterinary services or their representatives), national, regional and international public organizations and private actors working in the agricultural, health, research and education sectors for the Caribbean countries and territories.

Legal entities may be Members of the Association. They are represented by their legal representative or any other person duly authorized for this purpose.

Regardless of the number of natural persons representing it, the legal person shall have only one vote.

Article 7.2 - Permanent Members

The entity which participates in the activities of the Association and pays the full amount of the Permanent Members' Fee ("*Permanent Member*") is considered as a Permanent Member.

Each Permanent Member has the following rights:

- voting rights representing one vote at General Meetings;
- voting rights representing one deliberative vote on the Steering Committee;
- may propose a representative to the functions of President, Vice-President, Treasurer, Secretary;
- may propose a representative to the Coordinating Committee.

To be a Permanent Member, a written application for membership must be submitted to the Steering Committee. The latter is sovereign to accept or refuse it in a discretionary manner, without having to state the reasons.

Each Permanent Member undertakes to pay the Fees of the Permanent Members for a minimum period of (three) 3 years.

Article 7.3 - Associate Members

Is considered as an Associate Member, the entity which participates in the activities of the Association and pays the Associate Members' Fee ("*Associate Member*")

Unless otherwise decided by the Steering Committee, any Associate Member must become a Permanent Member or leave the Association after the first year of membership,

Each Associate Member has the following rights:

- the right to participate in General Meetings;
- advisory vote without having voting rights at General Meetings;
- contribute to any working group and TWG or project by invitation of the Steering Committee;

To be an Associate Member, a written application for membership must be submitted to the Steering Committee. The latter is entitled to accept or refuse the application in a discretionary manner, without having to state the reasons.

Article 7.4 - Honorary Members

These are people that the Steering Committee invite due to their competence or authority. The honorary title may also be awarded by the Steering Committee to persons who have rendered significant services to the Association.

Unless otherwise decided by the Steering Committee, they are exempt from paying a membership fee.

They may attend general meetings in an advisory capacity. They are neither voters nor eligible for the various positions of Directors.

Article 7.5 – Partner Organizations

Any Partner Organization fulfilling the following two conditions may benefit from a special seat on the Steering Committee for a period of three (3) years, validated before each annual General Assembly, granting it the right to participate and vote in the decisions of the Steering Committee ("*Partner Organization*"):

- the Partner Organization must justify to the Steering Committee the technical and/or legal impossibility of becoming a Permanent Member because of its specific status (example: in particular an independent national or supranational authority that cannot become a Permanent Member of an association for reasons of independence or neutrality);
- the Steering Committee can assess before the General Assembly, that the contribution of the Partner Organization to the activities of the Association fulfills one of the two following means:
 - the Partner Organization has paid directly to the Association External Resources for an amount at least equal to the three-years amount of the Permanent Members' Fee (payment can be made at once or annually before each General Assembly).
 - the Partner Organization has developed activities which are in line and support the actions of CaribVET as evaluated by the Steering Committee.

At the beginning of the Annual General Assembly, the Steering Committee, after consultation with the Treasurer, shall establish the list of organizations eligible for a special seat to the Steering Committee as a Partner Organization. On the basis of this list, the Steering Committee shall grant and/or renew to any Partner Organization a special seat to the Steering Committee for a period of three years.

Article 7.6 - Loss of Membership

Membership of the Association is lost:

- by resignation sent by letter to the President of the Association only after a period of three (3) years after joining the Association. In order not to harm the Association, any departure from the

Association at the initiative of a Member must be justified by the existence of urgent reasons and by showing that his or her resignation does not negatively affect a project in progress;

- per death;
- by disappearance, liquidation or merger, in the case of a legal person;
- in the event of non-payment of the Annual Member Fee for a minimum period of three (3) years upon decision of the Steering Committee;
- by cancellation decided by the Steering Committee for non-payment of the annual Fee;
- in the event of exclusion decided by the Steering Committee for serious reasons, the member concerned having been previously invited to provide explanations.

In the event of exclusion, the Member concerned by the exclusion procedure shall not have the right to vote on the decision taken by the Steering Committee ruling on the case of exclusion in question. The decision shall be notified to the excluded Member within 15 days of the decision taken by the Steering Committee by registered letter. The excluded Member may, within 15 days of such notification, submit an appeal to the General Assembly, convened for this purpose within 15 days.

In the event of loss of membership, no refund of the annual fees paid by this Member shall be made.

ARTICLE 8 - ASSOCIATION RESOURCES

The Association's resources consist of Internal Resources and External Resources.

The budget established and managed by the Steering Committee and the Coordination Committee is intended to cover the operational costs of the Association.

To this end, the Association undertakes to:

- present its records and accounting documents on request from the French Minister of the Interior or the Guadeloupe Prefect, as regards the use of donations;
- send the Guadeloupe Prefect an annual report on its financial situation and accounts, including those of its local institutions or committees, if applicable;
- allow delegates of the competent ministers to visit its establishments and to report to them on the functioning of these establishments.

Article 8.1 - Internal Resources

The Association's Internal Resources consist of the annual Fees paid by the Members who are liable for them ("***Internal Resources***").

The amount of the Fee for Permanent Members shall be determined for a period of three (3) years and reviewed at the annual meeting of the Steering Committee ("***Permanent Member Fee***").

The amount of the subscription of the Associate Members is equal to half of the Permanent Member Fee ("***Associate Members' Fee***").

Each Member undertakes to pay at once the full Fee for three years or an annual payment corresponding to one third (1/3) of the total Due for a minimum period of three (3) years to cover the Association's operating costs. The payment of the Membership Fee is made on an annual basis.

Payment of the full or third of the Contribution is due on November 30 of the year.

The membership of Permanent Members and Associate Members is validated after acceptance of payment by the Treasurer of the network.

Article 8.2 - External Resources

The Association's External Resources consist of ("*External Resources*"):

- direct funding of the Association by Partner Organizations under the conditions of Article 7.5
- subsidies granted by International Organizations, the State and other public authorities;
- personal donations, particularly as part of sponsorship;
- interest and income from property and securities belonging to the Association;
- capital from savings on its annual budget;
- any other resource authorized by law;
- the price of the services provided or goods sold by the Association;
- the amount of securities issued by the Association, in accordance with the provisions of Article L. 213-8 et seq. of the Monetary and Financial Code.
- donations and legacies that the Association may receive by reason of its purpose, which authorizes it to request the extended capacity provided for in Article 6 of the Law of 1 July 1901.

The body granting the External Resources may request the Association to allocate these resources to specific funds under the conditions of Article 8.4.

Article 8.3 - Allocation of Internal Resources and External Resources not allocated to specific funds

Internal and External Resources not allocated to a specific fund under the conditions of Article 8.4 shall be allocated to the Association's various operating expenses according to a budget proposed by the Coordination Committee and validated by a vote of the Steering Committee.

The Steering Committee may decide to allocate funds to specific activities or projects of the Association. Projects will be selected and proposed to the Steering Committee by the Coordination Committee after having informed all Members of a call for projects.

Article 8.4 - External resources allocated to specific funds

External Resources received by the Association may be allocated to specific funds at the request of the organization that granted the funding after validation of the allocation by the Steering Committee.

Specific funds will be described and reported on according to terms and conditions defined in separate agreements signed between the funding agencies and the Association.

The Members who will be responsible for the specific funds shall be designated in separate agreements at the request of the funding agencies.

ARTICLE 9 - ACCOUNTING

An accounting of funds by revenue and expenditure shall be kept on a day-to-day basis and, where appropriate, a securities account shall be kept.

The accounting records are maintained in accordance with legal requirements, under the conditions defined in Articles L. 612-1 to L. 612-3 of the French Commercial Code, with the preparation of a balance sheet, income statement and notes, in accordance with the accounting plan in force.

ARTICLE 10 - BODIES

The bodies (groups) of the Association are as follows:

- the General Assembly
- the Steering Committee as the ultimate decision-making body
- the Coordination Committee
- the Advisory Committee
- a President
- a Vice-President
- a Secretary
- a Treasurer
- a Technical Working Group
- a Secretariat

ARTICLE 11 - GENERAL ASSEMBLY

The General Assembly is composed of the Members as defined in Article 7.

Legal entities are represented by their legal representative in office, or any other person duly authorized for this purpose.

Article 11.1 - Meetings and decisions of General Assemblies

The decisions of the General Assemblies are binding on all. General Assemblies are ordinary or extraordinary.

General Assemblies can be held via an electronic or telephone platform.

Only Permanent Members and Partner Organizations according to the definition in Article 7.5 have the right to vote representing a single deliberative vote through their representative at General Assemblies.

Associate Members have a simple advisory capacity without the right to vote at General Assemblies, the counting of their votes does not count towards the calculation of the majority.

Thus, only Permanent Members who have paid their annual subscription on the day of the meeting and Partner Organizations according to the definition in Article 7.5 may take part in the vote.

Decisions of the General Assembly are only binding if they are taken by more than the half of all the Permanent Members and Partner Organizations present and not present.

In the event of a tie, the President shall have the casting vote.

If necessary, the President may ask the Permanent Members and Partner Organizations to take a decision by electronic vote. In these circumstances, the President shall send an e-mail with acknowledgement of receipt to all representatives of Permanent Members and Partner Organizations, requesting a response within a minimum of 10 working days and a maximum of 15 working days. Decisions of the General Assembly by electronic voting are only binding if they are taken by more than the half of all the Permanent Members and Partner Organizations, present and not present.

Any Member who, without excuse, has not attended 2 consecutive meetings, may be considered to have resigned.

The agenda of the meetings is determined by the President.

Permanent Members and Partner Organizations may request the inclusion of items on the agenda. In this case, the request must reach the Coordination Committee at least seven days before the date of the meeting.

The Association's employees, through their representatives, may be invited to participate in meetings in an advisory capacity.

The General Assembly may invite, in an advisory capacity, persons likely to enlighten it particularly on a subject on the agenda.

Minutes of the meetings shall be drawn up and signed by the President and the Secretary.

The minutes shall be drawn up without blank or erasure, on numbered pages initialed by the President and recorded in a special register kept at the Association's headquarters.

Article 11.2 - Ordinary General Assembly

The Ordinary General Assembly is convened once a year by the President.

The agenda is set by the President and is indicated on the invitations.

Invitations must be sent at least 15 days in advance, by ordinary mail or by e-mail, by the Secretary.

Decisions may only be made on the items listed on the agenda.

All questions submitted by Permanent Members and Partner Organizations seven days before the date fixed for the General Assembly to the Secretariat shall be added to the agenda.

The General Assembly hears reports on the management of the Steering Committee and on the financial and legal situation of the Association.

The General Assembly approves the accounts for the financial year ended.

A list of members who represent one or more other Members shall be kept in case a decision is made to vote in an election by proxy.

Article 11.3 - Extraordinary General Meeting

The Extraordinary General Assembly has sole authority to amend the Constitution, decide on the dissolution of the Association and the allocation of the Association's assets, its merger with any other Association pursuing a similar aim, or its affiliation to a union of Associations, proposed by the Steering Committee.

It must be convened specifically for this purpose by the President within 15 days before the date set.

The notice must indicate the agenda and include in an annex the text of the proposed amendment.

Amendments to the Articles of Association may only be proposed to the Extraordinary General Assembly by the Steering

ARTICLE 12 - STEERING COMMITTEE

Article 12.1- Composition

The decision-making body of the Association is the Steering Committee composed of the Permanent Members and Partner Organizations.

Legal entities are represented by their legal representative in office, or any other person duly authorized for this purpose.

Article 12.2 - Powers

The Association is managed and administered by a Steering Committee. The Steering Committee is the decision-making body of the Association and will establish appropriate rules and procedures for the management and administration of the Association.

The Steering Committee has sole decision-making authority on the following points:

- important resolutions for the strategic developments of the Association;
- proposals on the financing of the Association's activities;
- decision on the three-years amount of the Permanent Members' Fee;
- decision on membership and exclusion of a Member;
- modification of the composition of the Steering Committee and election of the members of the Steering Committee;
- validation of the composition of the Coordination Committee;
- exclusion of a member of the Steering Committee and/or the Coordination Committee;
- evaluation during the annual general meeting of the operational decisions taken on a daily basis by the Steering Committee and the Coordination Committee and the results obtained during the period.

The decisions and recommendations of the Steering Committee must not conflict with the obligations of its accession to international agreements and other binding agreements, nor with the decisions and recommendations of the OIE when implementing the objects and functions listed.

The Steering Committee has all the powers that are not statutorily reserved to another body to manage, direct and administer the Association in all circumstances.

The Steering Committee may delegate any powers for a specific question and a limited time.

Article 12.3 - Meetings and decisions of the Steering Committee

The Steering Committee shall meet at least once a year at the General Assembly, upon convocation by the President and anytime necessary on the requirement of the President or more than the half of all of the Permanent Members and Partner Organizations.

Meetings can be conducted via an electronic or telephone platform.

The decisions of the Steering Committee shall only be binding if they are taken by more than the half of all of the Permanent Members and Partner Organizations.

In the event of a tie, the President shall have the casting vote.

If necessary, the President may ask the Permanent Members to take a decision by electronic vote. In these circumstances, the President shall send an e-mail with acknowledgement of receipt to all representatives of Permanent Members, requesting a response within a minimum of 10 working days and a maximum of 15 working days. Decisions of the Steering Committee by electronic voting are only binding if they are taken by more than the half of all the Permanent Members and Partner Organizations.

The agenda of the meetings is determined by the President.

Permanent Members may request the inclusion of items on the agenda. In this case, the request must reach the Coordination Committee at least seven (7) days before the date of the meeting.

The Steering Committee may be joined, in an advisory capacity, by Associate Members or any person likely to enlighten it particularly on a subject placed on the agenda as an observer

Minutes of the meetings shall be drawn up and signed by the President and the Secretary.

The minutes shall be drawn up without blank or erasure, on numbered pages initialed by the President and recorded in a special register kept at the Association's headquarters.

Article 12.4 - Directors of the Steering Committee

The Permanent Members and Partner Organizations elect from among the Permanent Members for a term of three (3) years, four (4) directors ("Directors") of the Association:

- President
- Vice-President
- Treasurer

- Secretary

The President, Vice-President and Treasurer may be reappointed for a single additional term of three (3) years.

The Secretary may be renewed as long as the Steering Committee validates its position.

Any former President, Vice-President and/or Treasurer may apply for the positions of President, Vice-President or Treasurer only after a period of three years without a term of office.

Without prejudice to their possible involvement and responsibilities into the technical activities of the Association, the directors are primarily responsible for the day-to-day administrative management of the Association. All decisions taken by one or more Directors of the Steering Committee must be in accordance with the decisions of the Steering Committee.

Legal entities are represented by their legal representative in office, or any other person duly authorized for this purpose.

Article 12.4.1 - Conditions for the eligibility of Directors of the Steering Committee

To be eligible as directors of the Steering Committee, persons must meet the following conditions:

- be a legal representative of a Permanent Member
- have sent their application to the Steering Committee no later than fifteen (15) days before the date of the Steering Committee meeting for which the election of the Directors of the Steering Committee is held

To this end, at least sixty (60) days before the date of the Steering Committee during which the vote for the statutory renewal of the Directors of the Steering Committee will take place, the President shall:

- inform members of the date of the Steering Committee and the number of Director positions to be filled on the Steering Committee;
- recall the conditions for the admissibility of applications.

The Directors of the Steering Committee are chosen from the list of approved Permanent Members. In the absence of candidates due to the absence of a Permanent Member having submitted its candidature in due time, the Directors are elected during the Steering Committee from among the Permanent Members present. In the absence of election of the Directors during the Steering Committee, a new election shall be held within six (6) months in accordance with the procedure described in the two preceding paragraphs.

The full agenda of the Steering Committee during which the vote for the statutory renewal of Directors will be held and the final list of candidates for the positions of Directors will be sent to the Permanent Members.

Legal entities are represented by their legal representative in office, or any other person duly authorized for this purpose.

Article 12.4.2 - Election of the Directors of the Steering Committee

The Directors of the Steering Committee are elected by a first-past-the-post vote by a relative majority of the Permanent Members and Partner organizations.

- Electors

The Permanent Members and Partner organizations are eligible to vote for the appointment of the Directors of the Steering Committee.

- Majority

The majority chosen is more than the half of all the Permanent Members and Partner Organizations, present and not present.

- Representation of absent members

Voting by proxy is permitted.

Mandates may only be given to another Permanent Member of the Association.

- Voting by Mail

Voting by mail is authorized, in accordance with the procedures laid down in the internal regulations.

- Renewal of the Directors of the Steering Committee

The Directors of the Steering Committee are renewed every three (3) years.

- Vacancy

In the event of a vacancy of one or more Directors, the Steering Committee shall provide for the replacement of the Director(s). The powers of the Directors thus co-opted shall expire at the time when the term of office of the replaced members should normally expire.

When the seat of a Director on the Steering Committee becomes vacant, he/she shall be replaced by an alternate Director who has obtained the largest number of votes from the Directors still present on the Steering Committee, in the event of a tie vote, the President shall have the casting vote.

The powers of the Alternate Director so appointed shall expire at the time when the term of office of the replaced Director is expected to expire.

In the event that their term of office expires and in the absence of new elections, the Directors of the Steering Committee and, in particular, the President, shall remain in office until the next election so that the Association shall always be provided with the bodies having the power to represent it, to conduct business and to act on its behalf.

ARTICLE 13 - COORDINATION COMMITTEE

Article 13.1- Composition

The Coordination Committee is composed of the following members:

- Secretary,
- Chair of the TWGs
- one or more representatives chosen from among the Members on the proposal of a list by the Secretary and appointed by the Steering Committee

President, Vice-President and Treasurer are *ex officio* members of the Coordination Committee and as such receive all information related to the organization of the meetings.

Legal entities are represented by their legal representative in office, or any other person duly authorized for this purpose.

The Secretary chairs the Coordination Committee.

The Coordination Committee may be joined, in an advisory capacity by Members or any person likely to enlighten it particularly on a subject on the agenda as an observer.

The composition of the Coordination Committee is approved each year by the Steering Committee.

Article 13.2 - Powers

The powers of the Coordination Committee are as follows:

- day-to-day execution and implementation of technical activities following the decisions of the Steering Committee and the General Assembly;
- decision-making to achieve the objectives adopted by the Steering Committee (however, strategic decisions that may have an impact on the performance or future of the Association must be presented, discussed and approved by the Steering Committee);
- preparation of meetings, measures, decisions and agendas for meetings of the various bodies of the Association;
- supervision of the effective and efficient implementation of the technical activities of the Members of the Association.

Article 13.3 - Meetings and decisions

The Coordination Committee meets once a quarter and as required at the request of the Secretary.

Meetings can be conducted via an electronic or telephone platform.

Decisions of the Coordination Committee are only valid if they are taken by more than the half of all the Coordination Committee members.

If necessary, the Secretary may request the Coordination Committee to take a decision by electronic vote. In these circumstances, the Secretary will send an e-mail with acknowledgement of receipt to all members requesting a response within a maximum of 5 working days. Decisions by electronic vote are only valid if they are taken by more than the half of all the Coordination Committee members.

The decisions and recommendations of the Coordination Committee shall not be in contradiction with the decisions and recommendations of the Steering Committee.

ARTICLE 14 - THE ADVISORY COMMITTEE

An Advisory Committee can be established by the Steering Committee. The Advisory Committee consists of 3 to 5 regional and international persons with recognized expertise and skills in animal health management, research and education.

These persons are appointed by the Steering Committee.

They shall serve for a maximum period of three years, renewable once.

These persons will be invited to attend the annual meeting of the Steering Committee. In the meantime, they will be invited to attend the virtual meetings organized by the Steering Committee. The role of the Advisory Committee is to evaluate the overall achievements of the network or specific issues addressed by the President on behalf of the Steering Committee and to make recommendations on the future directions of the Association.

ARTICLE 15 - THE PRESIDENT

The President is responsible for implementing the decisions of the Steering Committee and the General Assembly and ensuring the proper functioning of the Association.

The President has the following powers:

- representation of the Association in all acts of civil life and is vested with all powers to this end. In particular, he has the power to bring legal proceedings on behalf of the Association, both as plaintiff and defendant, and to consent to all transactions;
- daily decisions to achieve the network's objectives as defined by the Steering Committee;
- transmission of documents and information, if any, between the members of the Association;
- supervision of the organization of the Annual General Meeting;
- administration with the assistance of the Treasurer of the Association's resources (Annual dues and any other funds received by the Association);
- with the assistance of the Secretary, updating the list of designated representatives of the members;
- opening in the name of the Association, with any bank or credit institution, of any deposit account or current account: the President shall create, sign, accept, endorse and pay any check or transfer order for the operation of the accounts;
- authority with the Treasurer over the Association's bank account;
- convening of General Assemblies and Steering Committee meetings;
- chairing all General Assemblies and Steering Committee meetings.

The President may only compromise and carry out acts of disposition with the prior authorization of the Steering Committee.

In the event of absence or illness, he/she is replaced by the Vice-President, and in the event of his/her incapacity, by any other Director specially delegated by the Steering Committee or, failing that, by the most senior Member.

He/she may delegate to another Permanent Member of the Association or to any person he deems useful, some of the powers set out above.

However, the Association's representation in court, in the absence of the President, may only be ensured by an agent acting under a special power of attorney.

ARTICLE 16 - VICE-PRESIDENT

The Vice-President shall assume the same responsibilities as the President, under his/herdelegation.

ARTICLE 17 -THE SECRETARY

The Secretary is the Chairman of the Coordination Committee and acts as coordinator of the Association.

The Secretary is responsible for all correspondence and archives. He draws up the agenda, the minutes of the General Assembly and Steering Committee meetings and, in general, all writings concerning the functioning of the Association, with the exception of those concerning accounting. It keeps the special register provided for by article 5 of the law of 1 July 1901, and articles 6 and 31 of the decree of 16 August 1901. He shall ensure the execution of the formalities prescribed by the said articles.

The agenda of the meetings shall be sent by the Secretary at least fourteen (14) calendar days before the meetings. Any Permanent Member or Partner Organization may add an item to the original agenda by written notification to all other Permanent Members and Partner Organizations no later than seven (7) calendar days before the meeting. The minutes of the meeting shall be sent to the Permanent Members and Partner Organizations for acceptance.

ARTICLE 18 - THE TREASURER

The Treasurer is responsible for managing the network's budget and financial reports to be submitted to the General Assembly.

He or she is responsible for receiving the funds and making expenditures on the instructions of the President or Vice-President. He or she has authority over the Association's bank account and is responsible for the annual approval of the accounts by the General Assembly and, if necessary, will organize the audit of the accounts by an independent entity.

Expenses above 20,000 Euros must be authorized by the Steering Committee and authorized by the President or, failing that, if the President is unavailable, by any other Director of the Steering Committee.

Purchases and sales of securities and real estate rights are made with the authorization of the Steering Committee.

The Treasurer shall open and operate in the name of the Association, with any bank or credit institution, any deposit account or current account. He or she creates, signs, accepts, endorses and pays all checks and transfer orders for the operation of the accounts.

ARTICLE 19 - TECHNICAL WORKING GROUPS / TWG

The Steering Committee may decide to create one or more Technical Working Groups ("*TWGs*").

The objective of the TWGs is to provide technical expertise on the regional priorities identified by the Steering Committee.

The TWGs shall be composed of representatives of Members with appropriate expertise in relation to the topic of the Technical Working Parties.

Each TWG is chaired by a Member chosen by the Steering Committee.

The Steering Committee appoints from among the members of the various TWGs a chair of the technical working groups who will sit on the Coordination Committee ("*TWG Chair*").

The Members of each TWG may choose to have another Member join the Technical Working Group by a decision taken by more than the half of all the TWG members, present and not present.

ARTICLE 20 - SECRETARIAT

The secretariat shall consist of at least three persons:

- the Secretary
- an administrative assistant recruited by the Steering Committee on the proposal of the Coordination Committee; and
- a communication agent recruited by the Steering Committee on the proposal of the Coordination Committee.

The Secretariat participates in the day-to-day management of the Association in support of the Coordination Committee and under the direction of the Secretary.

ARTICLE 21 - REMUNERATION OF MANDATES

Members and their representatives exercising mandates in all the organs and various committees of the Association are in principle not remunerated for their duties in the absence of being salaried.

Contrary to the previous paragraph, the Steering Committee may decide to set the principle and amount of the remuneration for one or more terms of office.

Reimbursement of expenses is possible. They must be the subject of an express decision by the Coordination Committee and justifications must be produced and verified.

ARTICLE 22 - LIABILITY

No Member shall be liable to another Member for any indirect or consequential loss or damage provided that such damage or loss was not caused by a willful act or by a breach of any agreements outside these Articles of Association.

Each Member is solely liable for any loss, damage or injury suffered by third parties as a result of its own fault.

With regard to information transmitted between Members, a Member who discloses information to another Member does not guarantee the relevance of the information or the absence of any violation of the rights of any third parties. The receiving Member shall in all cases be fully and solely responsible for the use it makes of the information transmitted by another Member of the Association.

For the avoidance of doubt, Members undertake to conclude an agreement between themselves to govern the transmission of various information between them.

ARTICLE 23 - BENEFIT SHARING

Members are concerned about compliance with the Convention on Biological Diversity and the Nagoya Protocol. They will develop, where appropriate, in specific contracts, modalities for access and benefit-sharing related to genetic resources and traditional knowledge, with a particular focus on sharing and strengthening their scientific expertise and related knowledge.

Any collection and exchange of samples of any kind (plant, animal, microbiological material, etc.) shall be carried out in accordance with the legislation of each of the Members' countries and international legislation.

For any transfer of biological materials, the institutions concerned shall facilitate the circulation of and access to these resources, within the framework of national and international legislation in force. In particular, each Member shall take responsibility, with the competent authorities, for the formalities related to the transfer of genetic resources located in its territory. To this end, each Member may refer to the advantages linked to the existence of the Association or one or more framework agreements.

ARTICLE 24 - DISSOLUTION

In the event of voluntary, statutory or judicial dissolution, the Extraordinary General Meeting shall appoint one or more liquidators and the assets, if any, shall vest in accordance with Article 9 of the Law of 1 July 1901 and the Decree of 16 August 1901.

ARTICLE 25 - MINUTES OF PROCEEDINGS

The deliberations and resolutions of the General Assemblies and the Steering Committee meetings shall be drawn up without blanks or deletions, on numbered sheets initialed by the President and recorded in a special register, kept at the Association's headquarters.

ARTICLE 26 - BYLAWS

The Steering Committee may, if it deems necessary, establish bylaws to determine the details of the execution of these statutes.

Bylaws will be submitted to the General Assembly for approval.

ARTICLE 27 - FORMALITIES

The President is responsible for fulfilling the declaration and publication formalities provided for by the law of 1 July 1901 and by the decree of 16 August 1901.

The Steering Committee may give an express mandate to any person of its choice to carry out the declaration and publication formalities provided for by the law of 1 July 1901 and by the decree of 16 August 1901.

These Articles of Association were approved at the constituent general meeting on 16 October 2019

They were prepared in as many copies as there were interested parties, including one for the declaration and one for the Association.

President, Yobani Gutiérrez

Vice-president, Sharon Veira

Secretary, Jennifer Pradel

Treasurer, Aurélie de San Mateo

- Appendix – OIE Recognition



**Letter of Understanding between
The World Organisation for Animal Health,
hereinafter referred to as OIE
And
the Caribbean Animal Health Network,
hereinafter referred to as CaribVET**

Recognizing the congruence of the OIE objectives and the activities of CaribVET;

Recognizing the mutual interest to strengthen collaboration between the OIE and CaribVET for the benefit of the countries of the Caribbean region;

Recognizing that a partnership between the OIE and CaribVET would create synergies for developing joint programmes that embody the vision and mission of both organizations;

Considering that the quality of the Veterinary Services is a key factor to improve animal health, to protect public health and to contribute to food safety and food security through the implementation of OIE standards;

Considering that one of the OIE's main objectives is to collect and disseminate information on the world-wide occurrence of animal diseases and control measures and to establish the animal health and animal welfare standards worldwide;

Considering that CaribVET is the agreed representative animal health network of the Caribbean having been endorsed by Veterinary Officials and related regional and International Organizations comprising of its Steering Committee in 2006 and subsequently further endorsed by the Ministerial meeting of CARICOM's Council for Trade and Economic Development (COTED);

Considering that CaribVET is a collaborative network and forum for technical activities to improve animal health and veterinary public health in all the countries and territories of the Caribbean;

Considering that CaribVET comprises 32 Caribbean countries and territories, regional/international organizations, research institutes and universities;

Considering that several Members of the Steering Committee of CaribVET are OIE Reference Centers^{1 2};

¹ CENSA, Cuba for « Epidemiology and Diagnosis of Emerging, Re-emerging and Transboundary Diseases of Animals in the Caribbean and Central America»

² CIRAD Guadeloupe on Heartwater ; CIRAD Guadeloupe for « Diagnosis, Epidemiology and Control of Animal Diseases in Tropical Regions»

The OIE and CaribVET agree to sign this Letter of Understanding in order to contribute more effectively to fulfill their mutual interests and objectives.

The OIE and CaribVET shall cooperate *inter-alia* in the following fields;

- Technical cooperation in the field of animal health, zoonoses and animal production food safety;
- Exchange of scientific information, dissemination of publications and work programmes;
- Strengthening the Caribbean region's animal health surveillance systems;
- Dissemination of the OIE health information system on the occurrence of animal diseases and zoonoses;
- Promotion of twinning for diagnostic laboratories within the framework of programmes established by the OIE and the CaribVET;
- Technical support and assessments towards improving and strengthening laboratory capacity and capability in the region;
- Convening meetings and execution of training programmes related to the activities of OIE and CaribVET;
- Promotion of knowledge on OIE standards, including quality of Veterinary Services, and guidelines on legislation and veterinary education.

Joint activities in the Caribbean will be developed in accordance with both OIE recommendations and that of the Steering Committee of CaribVET.

This letter shall take effect upon exchange of a similar letter from the OIE to CaribVET and shall continue until notification of termination by either party at least one month in advance.



Dr Bernard Vallat
Director General of the OIE



Kathian Herbert-Hackshaw
D.V.M, MSc.
Chair CaribVET Steering Committee